



Foreign Affairs Manual

12 FAM – Diplomatic Security

Change Transmittal: DS-148

Date: September 15, 2009

12 FAM 420 POST SECURITY MANAGEMENT

Changes

1. This Change Transmittal adds new sub-section 12 FAM 422.2, Security Briefings and Directives, and section 12 FAM 425, RSO Reporting Requirements, that will supersede the current 12 FAM 422.2, Security Briefings, and 12 FAM 425, Quarterly Status Report, in their entirety to highlight the responsibility of security officers to insure full compliance with security directives to maintain a high level of employee security awareness.
2. New or revised portions in 12 FAM 420 appear in *dark magenta italics*, except changes to the title.
3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove and discard old 12 FAM 420 (CT:DS-122, 10-19-2006; 16 pages) and insert revised 12 FAM 420 (CT:DS-148, 09-15-2009; 18 pages).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist; then fill in the entry line for CT:DS-148, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(DS/DSS/IP)